

## Policies, Procedures and Guidelines

Complete Policy Title: Policy Number (if applicable):

Curriculum Vitae Requirements SPS B11

Approved by: Date of Most Recent Approval:

Senate April 12, 2017 Board of Governors April 20, 2017

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December 14, 2011 December 14, 2011

**December 15, 2011** 

Responsible Executive: Enquiries:

Provost and Vice-President (Academic) University Secretariat

**DISCLAIMER:** If there is a Discrepancy between this electronic policy and the written copy held by the policy

owner, the written copy prevails

Faculty members being considered for re-appointment, tenure, permanence, promotion or as a candidate for an academic or administrative office at McMaster University should have an up-to-date curriculum vitae prepared for consideration. It is the faculty member's own responsibility to prepare and keep the curriculum vitae up-to-date and it is the responsibility of the Department Chair to ensure that it is accurate for cases of re-appointment, tenure, permanence, and promotion.

Curricula vitae must follow the exact format, in the sequence presented, including the sequence within every category. Any category that is not applicable should be identified as such.

- 1. Name in full, with common designate underlined
- 2. Business address (including postcode) and telephone number(s) (including area code)
- 3. Educational Background (since high school)
  - degrees, fellowships, diplomas, certificates including designation (BSc, PhD, FRCP(C), etc.); institution, department and location, year received
- Current Status at McMaster
  - o rank and title, joint appointments, associate memberships

- status (tenured, continuing appointment without annual review, permanent, contract etc.)
- all dates that apply, e.g., first appointment at McMaster, date tenure or permanence was conferred; etc.) to be listed
- 5. Professional Organizations
  - name (note those that are elected)
- 6. Employment History (include starting and ending [if appropriate] dates, ranks, departments, institutions, locations)
  - a. academic b. consultations c. other
- 7. Scholarly and Professional Activities (include starting and ending [if appropriate] dates, and number of reviews, if appropriate)
  - a. editorial boardsb. grant & personnel committeesc. executive positionsd. journal referee
    - e. external grant reviews
- 8. Areas of Interest (research, teaching, consulting)
- 9. Honours
  - FRSC, Governor General's Award, Honorary Degrees
  - fellowships, scholarships, scientific awards (including title, agency, as well as starting and ending [if appropriate] dates)
- 10. Courses Taught<sup>1</sup> (last five years) (include department [program] number, title, dates taught).
  - a. undergraduate c. postgraduate (medical)
  - b. graduate d. other

<sup>1</sup> In the Faculty of Health Sciences, this includes program components without course designations i.e. tutorials, large group sessions non-clinical electives, etc.



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## 11. Contributions to Teaching Practice

- a. pedagogic innovation and/or development of d. development/evaluation of technology-enhanced learning
- b. leadership in delivery of educational programs
- c. course/curriculum development

- educational materials and programs
- e. other
- 12. Supervisorships (include department [program] numbers completed, in progress, inactive and dates)
  - master a.
  - b. doctoral
  - c. post-doctoral/fellowship

- d. clinical/professional
- e. supervisory committees
- f. other

## 13. Lifetime Research Funding

The names of all the individual(s) to whom the grant is awarded should be listed and the principal investigator's name must be underlined.

o include type, source agency, amount, purpose, title

## 14. Lifetime Publications

The sequence of authors must be the exact replica of the sequence in which the work was published.

- a. Peer Reviewed
- i) books
- ii) contributions to books
- iii) journal articles
- iv) research creation and artistic contributions (e.g. exhibitions, performances, recordings, screenings)
- v) journal abstracts
- vi) other, including Proceedings of Meetings
- b. Not Peer Reviewed
- i) books
- ii) contributions to books
- iii) journal articles

- iv) research creation and artistic contributions (e.g. exhibitions, performances, recordings, screenings)
- v) journal abstracts
- vi) other, including Proceedings of Meetings



- c. Accepted for Publication (in final form)
- d. Submitted for Publication
- e. Unpublished Documents
  - i) technical report series ii) other
- 15. Presentations at Meetings

For presentations attributable to multiple authors, the sequence of authors must replicate that in which the abstract was accepted, with the name(s) of the presenter(s) underlined.

- a. Invited
- b. Contributed
  - i) peer reviewed
- ii) not peer reviewed
- 16. Patents, Inventions and Copyrights
- 17. Administrative Responsibilities (include name, role: member or chair, starting and [if appropriate] ending date)
- 18. Other Responsibilities

